



## JOB DESCRIPTION

**Job Title:** Power Plant Manager

**Reports To:** General Manager

**Date Prepared:** March 6, 2026

**Department:** Electric

**FLSA Status:** Exempt

### Position Summary:

The Power Plant Manager is responsible for the operation and maintenance of the electric production, electric transmission, and system operations/dispatch at the Power Plant and Electric Substations.

### Definition of Terms

Term	Definition
• <b>Essential Functions</b>	• Those tasks that meet the definition of “the reason the position exists.”
• <b>Marginal Functions</b>	• Those tasks which, if excluded or not performed, would not substantially change the result or output of the job classification.

### Essential Functions:

1. Responsible for all controls, monitoring, operations, and maintenance of the electric generation equipment.
2. Responsible for AMU building and grounds maintenance.
3. Directs work related to Iowa One-Call locates.
4. Recognizes abnormal conditions and makes the proper corrections.
5. Coordinates and controls switching procedures for both routine and emergency switching.
6. Maintains constant surveillance of the system parameters and makes immediate corrections or places calls to appropriate department personnel in the event of abnormalities.
7. Provides input and direction for the electric department budget.
8. Assigns, supervises, and directs the work of the Power Plant Operators.
9. Oversees annual inspection of the electric generation and transmission system, including electric substations.
10. Oversees vegetation management for the electric transmission system.
11. Schedules certified annual inspections and testing for equipment in the control of the Power Plant and electric substations.
12. Aids as necessary with all electric substation equipment maintenance, testing, repair, and replacement.

13. Oversees the operation and maintenance of vehicles and equipment assigned to the department.
14. Responsible for Christmas decoration maintenance.
15. Responsible for inventory in the department.
16. Coordinates, inspects, and oversees work with contractors hired by AMU for electric Power Plant and electric substation projects.
17. Coordinates work with adjacent utility companies.
18. Sees that safety precautions for the crews and public are enforced in the department.
19. Gives instructions in the proper operation of power plant generation units, and electric substation equipment, etc.
20. Requisitions and inspects materials, tools, and supplies.
21. Reviews and approves department employees' time sheets.
22. Perform other duties as assigned.

**Marginal Functions:**

1. Assist in IAMU Mutual Aid.

<b>Physical Demands</b>	<b>Description</b>	<b>Essential Function(s)</b>
<b>Standing</b>	Stand throughout the duration of a shift on various terrain.	1,3
<b>Walking</b>	Walk throughout duration of shift.	1,3
<b>Sitting</b>	Sit to work at desk for up to 30 minutes at a time.	1,4,5,6,7,8
<b>Lifting</b>	Lift up to 180-pound chemical containers (2-person task).	1,2
<b>Carrying</b>	Carry 40-pound ladder and equipment up to 100 feet at a time.	1,2
<b>Pushing</b>	Push up to 110 pounds at heights from floor to shoulder level to turn valves and open/close equipment panels.	1,2
<b>Pulling</b>	Pull up to 160 pounds at floor level to check fuel tanks.	1,2
<b>Climbing</b>	Climb up to 17 standard steps to access various parts of building, equipment, and steps ranging from 14 inches to 18 inches to access equipment and use ladders.	1,2
<b>Reaching</b>	Reach up to 24 inches bilaterally in various positions, including prone, to access work areas.	1,2
<b>Gripping</b>	Grip up to 75 pounds bilaterally to use hand tools and crimp wires.	1,2
<b>Pinching</b>	Pinch up to 10 pounds with preferred hand to handle small parts and equipment.	1,2
<b>Low-level Activity</b>	Low level activity for up to 5 minutes at a time to perform maintenance and lawn-care tasks.	1,2
<b>Hand Coordination</b>	Hand coordination bilaterally in various positions from low level to above shoulder to operate equipment controls, use hand tools, write, and operate telephone and computer.	1,2,4,5,6,7,8

<b>Exposures</b>	
<b>Source</b>	<b>Description (level, duration, etc.)</b>
<b>Uneven/slippery surfaces</b>	Required to perform essential functions on slippery surfaces and uneven terrain.
<b>Weather</b>	Required to perform essential functions outside under various and changing weather conditions such as heat, cold, wind, and rain.
<b>Confined Spaces</b>	Required to perform essential functions in various confined spaces.
<b>Heights</b>	Required to perform essential functions at heights in excess of 30 feet.
<b>Noise</b>	Various equipment such as boring equipment, vacuum, landscaping equipment, etc.
<b>Electricity</b>	Exposure to electricity and risk of electrical shock.
<b>Chemicals</b>	Various toxic or caustic chemicals.

### **Knowledge, Skills, and Abilities**

- Ability to work after regular work hours.
- Thorough knowledge of occupational hazards connected with the work.
- A familiarity and willingness to follow safe work practices outlined in, but not limited to, the APPA Safety Manual.
- Work experience as a Power Plant Operator, completion of an approved correspondence course or formal technical training, graduation from an accredited high school or a vocational school, or any equivalent combination of training and experience.
- Knowledge of the principles of electricity and power plant operations; must know how to operate all generators and substations.
- Must have demonstrated mechanical aptitude, good judgment, and ability to act effectively under the duress of emergencies.
- Must be willing and able to adapt to almost constantly changing knowledge requirements.
- Knowledge of, or ability to learn, all city, state, and federal standards applicable to the job.
- An associate degree is preferred in a field that would match the technical requirements of a power plant and electric transmission system.
- Ten or more years of practical experience in operating and maintenance assignments in a diesel engine or steam power plant (including supervisory experience); a good practical knowledge of electric generation, transmission, and distribution facilities.

### **Personal Protective Equipment (PPE)**

All PPE necessary to perform the essential job functions, including, but not limited to, safety glasses, safety-toed shoes, rubber gloves/sleeves, hard hat, fall protection, confined space safety equipment, and face shield or mask.

**Other Requirements:**

- Strong written and verbal communication skills.
- Sound analytical skills.
- Excellent time management and organization skills.
- High level of proficiency in PC spreadsheets and proficiency in Microsoft Office Products.
- Detail oriented.
- Maintain a strong sense of confidentiality.
- Able to work in team environment.

**Licenses, Certifications, and Residency Requirements**

- Iowa Driver's License.
- Must reside in the Algona Municipal Utilities service area or other area as approved by the General Manager.

**Conditions of Employment:**

- Post-offer, pre-employment DOT drug screen, if candidate has CDL.
- Post-offer, pre-employment functional job analysis.
- Background investigation.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.